



Example of Medical Records Assistant Job Description

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Our growing company is searching for experienced candidates for the position of medical records assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical records assistant

- Maintains security of resident information
- Maintains a master forms manual
- Completes facility reports, as appropriate
- Participate in facility meetings and committees, as appropriate
- Provide in-service education with regards to medical records for facility staff
- Experience with ICD10-CM coding (Preferred)
- Proficient in the use of a computer
- Input patient clinical information into computer within agency-established time frame with at least 98% accuracy
- Process incoming/outgoing mail within the agency-established guidelines and time frames
- Process Physician's orders as assigned with at least 98% accuracy

Qualifications for medical records assistant

- Performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel
- May enter data and/or process documents and records
- The work includes operating standard office equipment
- Work is performed under the general supervision of a clerical or administrative supervisor

employees

- Provides secretarial and administrative support to an upper-level manager